

Iowa State Fire Marshal's Office
Fire Extinguishing System Contractors Advisory Board
Meeting Minutes
July 27, 2005

Committee Members Present:

Mark Adams, Chairman, representing the Fire Service
Greg Higginbotham, representing Wet System Contractors
Shawn Mullen, representing Dry System Contractors
Kathy Carter, representing the Fire Service
Ron Hoover, representing Building Officials
Amy Infelt, representing licensed Professional Architects and Engineers

Members Not Present:

Lorna Hamilton, representing the Public
Paul Tinder, representing the State Fire Marshal

Staff Attending:

W. Stuart Crine, Building Code Commissioner
Mike Coveyou, Agency Rules Administrator

The meeting was called to order at approximately 10:00 AM by Chairman Mark Adams.

- **Motion** by Shawn Mullen, **Seconded** by Ron Hoover to accept the minutes of the July 13, 2005 meeting. **Motion** passed unanimously.

The meeting began with a discussion as to why the law allows an RME to work for only one company at a time. It was determined that the industry generally supports the requirement to ensure that the RME has sufficient time to properly manage each job.

Shawn Mullen mentioned that one possible alternative for provisional certification would be to accept certification by the manufacturer of the products to be installed. It was discussed if provisional status would be available at the inception of the program or perpetually.

The board discussed the various third-party testing entities and whether they should be allowed to serve as proof of competence during the probationary period. Higginbotham will look into the possibility of him or Mullen taking the exam of any third party testing entities who are interested in becoming part of this program. It was suggest that Jim Kenkel be consulted prior to taking these tests to ensure that he is willing to accept them. Members need to email Higginbotham and Mullen with some objective criteria with which to evaluate the third party tests. Due to the confidentiality of the exams, the Board will ask Jeff Peterzalek, Assistant Attorney General if they can go into closed session in order to evaluate the tests.

Motion by Ron Hoover, **Seconded** by Greg Higginbotham to have each fire extinguisher contractor certification expire annually. **Motion** passed unanimously.

Motion by Amy Infelt, **Seconded** by Greg Higginbotham to allow anyone to apply for provisional status during the first three years after the effective date of the certification program, however, all

FESCB Meeting Minutes
July 27, 2005
Page 2 of 3

requirements for non-provisional status must be met by the end of the three year provisional period, regardless of when they were granted the provisional status. **Motion** passed unanimously.

In order to help educate stakeholders about the upcoming Rules for this program, the Board decided to draft a generic article to be distributed to various newsletters and periodicals.

Coveyou and Crine will ask legal counsel how this law will apply (particularly maintenance) to fire extinguishing systems already in place.

- Chairman Adams asked for Committee reports:
 - **RME Certification Requirements:** See Shawn Mullen's previous comments on third-party testing.
 - **Application:** The Board discussed the types of certifications and endorsements that would be issued to contractors. In addition, Kathy Carter and Ron Hoover handed out list of suggested information elements for the certification application. It was agreed that two separate application forms, one for provisional and one for standard certification will be developed.
 - **Motion** by Amy Infelt, **Seconded** by Ron Hoover to establish one contractor certification with two endorsements, one for water based extinguishing systems and one for non-water based extinguishing systems. **Motion** passed unanimously.
 - **Insurance:** Mike Coveyou suggested that Insurance requirements in licensing programs are typically in place to protect the consumer and not necessarily the contractor. Shawn Mullen stated that insurance greater than \$500,000 may be too expensive for small special hazard companies to obtain. After significant discussion the board recommended the following Insurance requirements:
\$500,000 per person, \$1,000,000 per occurrence, \$1,000,000 property damage
 - **Suspension and revocation:** The board recommended following the procedures already in place for other state licensing and certification programs.
 - **Complaint Process:** Amy Infelt recommended reviewing the Department of Correction's complaint form in developing one for this program. What types of complaints will be investigated? Will we take anonymous complaints? The degree to which complaints are processed and investigated will significantly drive the amount of revenue that this new program must generate from fees.
Coveyou and Crine will check with legal counsel on how involved the Board can/should be in processing of complaints.
 - **Civil penalties and collection procedures:**
The discussion was very similar to that of the complaint process outlined above.

FESCB Meeting Minutes
July 27, 2005
Page 3 of 3

- **Certification Fees:**
It was estimated that the potential pool of applicants will number about fifty (50). Because this program must be self-supporting, it was recommended to determine the total estimated program cost and then work backwards, based upon the potential pool of applicants.
- Given the rapidly approaching deadlines to file the proposed rules so that they are effective by January 1, 2005, little time will be available for a detailed review of the Rules. Based upon this, the Board feels that a more realistic target date for the rules to be effective is possibly April 1, 2006. The Board asked Mike Coveyou to have some drafts of the items resolved thus far for them to review at the next meeting, if possible.
- **Committee assignments will continue to be as follows for Board members:**
 - Certification Requirements for RME's – Greg and Shawn.
 - Application – Kathleen and Ron
 - Insurance – Ron, Lorna and Amy
 - Suspension and revocation – Ron and Paul
 - Complaint Process – Mark and Amy
 - Civil Penalties, collection procedures – Kathleen, Mark and Ron
- Upcoming Meeting Dates – August 17th and September 14th
- All meeting times will be 10:00 AM – 3:00 PM.

There being no further business, the meeting was adjourned.
Respectfully submitted,

W. Stuart Crine,
Building Code Commissioner